

# 2012 Application to Operate - Pet Related Business

*Permit year is March 1 – February 28*

**Public Health**  
Seattle & King County 

## Business and Owner Information

**Business name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **Zip code** \_\_\_\_\_  
**Mailing address if different from above:**  
\_\_\_\_\_  
**Business phone** \_\_\_\_\_  
**Business fax** \_\_\_\_\_  
**Business email** \_\_\_\_\_

**Owner** (If partnership, list all partners; attach another sheet if needed)  
**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **Zip code** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_  
**Email** \_\_\_\_\_

*Permits are not transferrable between owners. New owners must apply for a new permit before beginning operation.*

## Permit Information

New operation ☐ Change of business name ☐ Change in ownership ☐ Change in type(s) of services ☐  
If business name has changed, what was the previous name? \_\_\_\_\_

## Service Type

*Check one only -- Complete a separate application for each permit required for your facility.*

- ☐ Poultry Retailer-4521      ☐ Pet Food Retailer – 4524      ☐ Pet Shop *Aquarium*-4522      ☐ Pet Shop *Standard*-4523  
☐ Commercial Kennel-4526      ☐ Commercial Kennel add on-4556      ☐ Pet Daycare – 4525      ☐ Pet Daycare add on -4555  
☐ Pet Grooming Service-4530      ☐ Pet Mobile Grooming Service-4530      ☐ Animal Shelter C 1 > 1,500 adoptions- 4527  
☐ Animal Shelter C 2 < 1,500 adoptions – 4528      ☐ Animal Shelter C 3 *Satellite adoptions* -4529

*For mobile grooming or satellite pet adoption facilities, please contact our office for additional information.*

**IMPORTANT INFORMATION for APPLICANTS:** Failure to fully complete this form may result in it being returned for completion and delay issue of your permit. Your signature attests to the accuracy of the information provided. Please notify us of change in your mailing address or ownership. Renewal applications are mailed each year in January; if not received by January 31<sup>st</sup>, please contact us. Late fees are charged if permits are not renewed prior to expiration. This is not a plan review application form. If you need to submit plans for review, contact us for instructions. See back of this form for our contact information.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **FEE SCHEDULE**

(See back of form for fees.)

**Fee** ..... \$ \_\_\_\_\_

**Prorated fee** (< 6 months = 1/2 annual fee)..\$ \_\_\_\_\_

**Penalty** ..... \$ \_\_\_\_\_

**Total fee due** .....\$ \_\_\_\_\_

## **- Office Use Only -**

PR# \_\_\_\_\_  
FA# \_\_\_\_\_  
PE# \_\_\_\_\_

PLAN REV-SR \_\_\_\_\_  
VARIANCE -SR \_\_\_\_\_  
CHECK # \_\_\_\_\_  
INVOICE # \_\_\_\_\_

APPROVED / DISAPPROVED

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

## Payment Information

☐ **Check or Money Order** - PAYABLE TO: SKCDPH

☐ **Cash** (In-person only. Do not mail cash.)

☐ **VISA**    ☐ **MasterCard**    ☐ **Discover**

**Card Billing Address & Zip** \_\_\_\_\_

**CARD NUMBER** (please write clearly) \_\_\_\_\_

**CARD EXPIRES** (mon/yr) \_\_\_\_ / \_\_\_\_

**3 Digit Code** (usually on back of card) \_\_\_\_

**Required Signature** (same as on credit card) \_\_\_\_\_

**Date** \_\_\_\_\_

*Return completed form with payment to:*

Public Health – Seattle & King County  
Environmental Health Services  
401 – 5th Avenue, Suite 1100  
Seattle, WA 98104

## 2012 Fee Schedule - Pet Related Business *Effective 01/01/2012 - 12/31/2012*

Permit Category	PE	2012 Fee
Poultry Retailer	4521	\$201
Pet Shop - <i>aquarium only</i>	4522	\$201
Pet Shop - <i>birds, reptiles, rodents, rabbits, ferrets, puppies, kittens, etc</i>	4523	\$523
Pet Food Retailer* <i>see exemption below</i>	4524	\$201
Pet Daycare (or Pet Daycare add-on to base permit)	4525 (4555)	\$322 (\$201)
Commercial Kennel (or Commercial Kennel add-on to base permit)	4526 (4556)	\$322 (\$201)
Animal Shelter Category 1 ≤1,500 adoptions/yr	4527	\$201
Animal Shelter Category 2 > 1,500 adoptions/yr (or Animal Shelter Category 2 add on to base permit)	4528 (4558)	\$322 (\$201)
Animal Shelter Category 3 ** Satellite adoption facility, each location	4529	\$66
Pet Grooming Service	4530	\$201
Mobile Pet Grooming Service, one vehicle	4531	\$201
Mobile Pet Grooming Service, each additional vehicle with same owner inspected at the same time and place		\$66
Late Fees - applicable to annual permits		
Late 10 to 30 days, additional 10% of applicable permit fee Late 31 to 60 days, additional 20% of applicable permit fee Late over 60 days, additional 30% of applicable permit fee		
Additional Fees		2012 Fee
Duplicate permit	\$25	
Transfer of permit or name change, no other change	\$25	
Check returned by bank	\$25	
Processing a refund	\$25	
Plan review for new construction, conversion of existing construction or remodel	\$201 base fee plus \$201/hour for each hour after 1 hour	
Two or more plan reviews for one facility		
Plan resubmitted		
Plan review received less than thirty days before opening	Plan review fee + 50% permit fee	
Second and subsequent reinspection fee	50 % of applicable permit fee	
Reinstatement of permit after suspension	100% of applicable permit fee	
Variance request	\$201	
Multiple Services (Add-On)		
If you offer more than one type of service, you pay the highest permit category as your base fee and \$201 for each additional service up to a maximum of two additional fees per facility.	Example of multiple service fee calculation: For a pet shop with dog boarding and grooming, fees are \$497 for the pet shop permit + \$201 for the boarding permit + \$201 for the grooming permit.	
*Exemption: The pet food retail business permit fee is waived for any holder of a current pet shop, commercial kennel, pet daycare facility, animal shelter or pet grooming service permit.		
**Satellite pet adoption locations: Must be co-located with a permitted pet shop, commercial kennel, pet food retail business or pet grooming service in order to qualify as a "satellite adoption facility." If the adoption service is a "stand-alone" facility (not co-located with another type of permitted pet facility) it does not qualify as a "satellite adoption facility," and instead classified as a Category 1 (not more than 1,500 adoptions/year) or Category 2 (over 1,500 adoptions/year) animal shelter.		

### Public Health – Seattle & King County

Environmental Health Services

401 – 5th Avenue, Suite 1100, Seattle, WA 98104

Phone: 206-205-4394 Fax: 206-296-0189

On the web at [www.kingcounty.gov/healthservices/health/ehs/petbusinesses](http://www.kingcounty.gov/healthservices/health/ehs/petbusinesses)